

LEGAL SECRETARY
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: November 5, 2007 – November 16, 2007

Collective Bargaining Identification: R04

Job Analysis Conducted By: Doreen Grigsby-Augmon
Selection Analyst
Office of Selection Services

Marian Dilley
Staff Service Manager I
Office of Selection Services

Number of Incumbents: There are 8 incumbents in this classification
Per the State Controller's Office Filled/Vacant
Position Report dated November 15, 2007

Names of the Subject Matter Expert(s) and their background:

Bonnie Hinrichsen, Staff Service Analyst, Office of Legal Affairs

Bonnie Hinrichsen currently works as a Staff Service Analyst with the Office of Legal Affairs. Previously she has worked twelve years as a Legal Secretary. Bonnie has worked with the Department of Corrections and Rehabilitation for a total of seventeen years.

Erika Thomas, Legal Secretary, Office of Legal Affairs

Ericka Thomas currently works as a Legal Secretary for the Office of Legal Affairs. She has worked for the Department of Corrections and Rehabilitations for one year.

Lynn Broshar, Staff Service Analyst, Office of Legal affairs

Lynn Broshar currently works as a Staff Service Analyst for the Office of Legal Affairs. Previously she worked two years as a Legal Secretary. Lynn has worked for the Department of Corrections and Rehabilitations for five years.

Jennifer Bawden, Staff Service Manager I, Office of Legal Affairs

Jennifer Bawden currently works as a Staff Service Manager I for the Office of Legal Affairs. Jennifer has worked for the Department of Corrections and Rehabilitations for nine years

LEGAL SECRETARY INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification for Legal Secretary
- Duty Statements

Other sources were viewed for information (e.g., State of Illinois and State of New York); however, the information was not relevant to the job analysis and therefore not included.